

CONFIDENTIAL
Security Information

*Completed
April 30 Nov
EH*

27 November 1951

MEMORANDUM FOR: CHIEFS, AREA DIVISIONS

ATTENTION: Division Planners

SUBJECT: Instructions to Divisions in Preparing Form for
Submission of Information

1. Area Divisions will fill out forms attached for each area division mission as assigned in CIA/OPC Strategic Plan Revised 10 October 1951. Forms will be prepared in five copies and submitted by hand to the Executive Officer, Plans Division by 1200 hours on 29 November. Since a copy of this form as completed will be forwarded to PSB, Divisions are requested to use care in preparation. The word "program" in parentheses in Item 2 of attached form has been included only for the benefit of PSB.

2. Each item on the attached form is numbered and the following instructions will be adhered to in completing this form:

Item 1 - Area Divisions fill in name of division.

Item 2 - Area Divisions type in mission as worded in Part II of CIA/OPC Strategic Plan Revised 10 October 1951.

Item 3 - CPL will fill in.

Item 4 - Area Divisions will fill in paragraph reference as listed in CIA/OPC Strategic Plan for respective missions.

Item 5 - Area Divisions will list approved projects by code name and indicate funds allocated. If sufficient space is not available, use back of form and so indicate following last project listed on front of the form. Operations Division will prepare tabbed detailed comments relative to each of these projects.

Item 6 - Area Divisions will show a brief statement summarizing what additional action is planned for accomplishment of this mission during the remainder of Fiscal Year 1952.

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- Item 7 - Budget Division will fill in dollar figure to be allocated for action stated in Item 6.
- Item 8 - Area Divisions will show a brief statement or a paraphrase of all sub-tasks planned for FY '53 which were previously prepared during "FY '53 Budget Exercise."
- Item 9 - Area Divisions will list dollar amount allocated for action indicated in Item 8.
- Item 10 - Area Divisions will prepare a brief statement to indicate degree of accomplishment of area missions based on the effects of projects listed in Item 5. A second statement is desired which will indicate the major unsolved problems and obstacles to be overcome before the mission as stated in Item 2 can be accomplished.

3. Completed forms will be classified as Secret - Security Information.

FOR THE CHIEF, PLANS DIVISION

25X1A


Executive Officer

Enclosure:

- 1. Form for submission of requested information

Distribution:

Ea. Area Division

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SUPPLEMENTAL INFORMATION FOR AREA DIVISION MISSIONS

✓ 1. Area Division: _____

✓ 2. Statement of Mission (Program): _____

3. MSG Objective(s) by which directed: _____

✓ 4. Paragraph reference in
CIA/OPC Strat Plan: _____

5. Approved projects now under way in support of mission or program: _____

CODE NAME

AMOUNT OF FUNDS ALLOCATED

6. Planned action for remainder FY 52: _____

7. Estimated Cost of 6. _____

Budget Div.

8. Planned action for FY 53: _____

9. Estimated Cost of 8. _____

10. Statement of progress: _____